

Notice of Resignation

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Organization/Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I appreciate the opportunities for professional and personal development that you have provided me during my time here. I am grateful for the support, guidance, and camaraderie I have experienced, which will always hold a special place in my career.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to assist in this process. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Organization/Company Name]. I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]

[Your Contact Information]